



## **ASSOCIATE INSECT BIOSYSTEMATIST**

**Class Code: 0534 - Exam Code: 5FA39**

<b>Opening Date:</b>	<b>08/21/15</b>
<b>Closing Date:</b>	<b>09/11/15</b>
<b>Type of Examination:</b>	<b>Departmental Open</b>
<b>Salary:</b>	<b>A -\$4,758 - \$5,912</b>
	<b>B -\$4,988 - \$6,192</b>
	<b>C- \$5,226 - \$6,494</b>
<b>Employment Type:</b>	<b>Permanent Full-time</b>
	<b>Permanent Part-time</b>
	<b>Permanent Intermittent</b>
	<b>Limited Term Full-time</b>
	<b>Limited Term Part-time</b>
	<b>Limited Term Intermittent</b>
<b>Exam Type:</b>	<b>Spot/Sacramento</b>

### **EQUAL EMPLOYMENT OPPORTUNITY**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### **DRUG FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### **WHO CAN APPLY**

Applicants who meet the minimum qualifications as stated below. This is a Departmental Open Spot examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

**HOW TO APPLY**

Submit a Standard State Application (STD. form 678) to the California Department of Food and Agriculture no later than the **Final Filing Date, Friday, September 11, 2015.**

- Standard State Application (STD. form 678) is available through the internet at <http://jobs.ca.gov/Profile/StateApplication>.
- All applications must include “to” and “from” dates (month/day/year) and time base. **Applications received without this information may be rejected.**
- Resumes **will not** be accepted in lieu of a completed State Application, (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Only applications with original signature will be accepted.

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

**WHERE TO APPLY****HAND DELIVER OR MAIL TO:**

California Department of Food and Agriculture  
Examination Unit, Attn: **Darlene Hayashi**  
1220 N Street, Room 242  
Sacramento, CA 95814  
(916) 403-6584

**NOTE:** Facsimiles (FAX) or emailed applications will not be accepted under any circumstances.

**FINAL FILE DATE**

Final Filing Date: Friday, **September 11, 2015.**

Applications must be **POSTMARKED** no later than the Final Filing Date, Friday, **September 11, 2015.** Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason.

**TEST DATE**

It is anticipated that the examination will be sometime in October or November 2015.

**TESTING METHOD**

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear for a test, call the California Department of Food and Agriculture, Examination Unit, at (916) 403-6584.

**REQUIRED IDENTIFICATION**

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**ELIGIBLE LIST INFORMATION**

A Departmental "Open" list will be established for the California Department of Food and Agriculture. The eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**MINIMUM QUALIFICATIONS**

**NOTE: SUBMISSION OF TRANSCRIPTS IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.**

**Either I**

One year of experience in the California state service performing the duties of an Insect Biosystematist.

**MINIMUM QUALIFICATIONS CONTINUED****Or II**

**Experience:** Two years of identification and research experience in systematic entomology gained after obtaining a master's degree. **and**

**Education:** Possession of a Master's Degree or its equivalency from an accredited college or university or an equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 in Systematic Entomology.

**Or III**

**Education:** Possession of a Doctoral Degree or its equivalency from an accredited college or university or an equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 in Systematic Entomology.

**POSITION DESCRIPTION**

This is the fully qualified journey level of the series. Associate Insect Biosystematists identify native as well as foreign insects and perform highly specialized and complex analysis and research on an independent basis. Incumbents also maintain the insect collection and current literature in their discipline and assist in evaluating insect problems, and may train seasonal employees and/or laboratory technicians.

Incumbents in these classes are assigned to the laboratory unit where they prepare and identify native and foreign insects in their respective specialty; compile data on the distribution and status of insects of economic significance to agriculture; perform applied and/or basic research on insect groups which may be a threat to California agriculture; maintain information relative to injurious insects existing in this and other states and foreign counties; develop and maintain properly classified reference collections of insects and literature; perform field surveys for the purpose of positive identification and collection of new or unusual finds.

The term "Research" is characterized in part by the following attributes:

Application of the scientific method including definition of the nature and scope of the problem; development of hypotheses for study, design, and execution of experiments or investigations; analysis and interpretation of findings; and documentation and appropriate dissemination of results.

A requirement for the exercise of creativity and critical judgment in selecting appropriate problems for study, in selecting or devising appropriate methods for study and analysis, and in interpreting results to achieve maximum understanding of and applicability to the problem.

**EXAMINATION INFORMATION**

This examination will consist of a Qualification Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

*Competitors who do not appear for the interview will be disqualified.*

**QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%**

*The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.*

**SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

(Although all applicants must possess knowledge of the following, it is expected that the level of sophistication, depth, sensitivity, and complexity of the area of specialization, and thoroughness of knowledge will vary as to class level.)

**KNOWLEDGE OF:**

1. General knowledge of the taxonomy and economics of major plant pest insect, other arthropods and mollusks of California and the United States;
2. General principles and specialized and complex specific procedures and techniques used in identifying and curating a prescribed group of insects, other arthropods or mollusks;
3. Various literature pertaining to entomology, agricultural, horticultural, and native plants;
4. The relationship of plants, plant pests, and pest control to agriculture and the environment;
5. Laboratory and curatorial techniques;
6. Problems involved in bibliographic survey or previous related research;
7. Determination and qualification of variables and mechanization of compilation of analysis of data;
8. A high degree of specialization in a prescribed group of insects, other arthropods, or mollusks;
9. Specialized and complex specific procedures and techniques used in identifying and curating a prescribed group of insects, other arthropods, or mollusks;
10. Current research literature and trends applicable to the research area;
11. The related provisions of the California Food and Agricultural Code and rules and regulations pertaining to plant quarantines.

**SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES CONT'D****ABILITY TO:**

1. Demonstrate professional competence as a specialist in foreign and domestic members of a prescribed insect group;
2. Conduct highly specialized analysis and research;
3. Train technicians and other personnel in associated tasks.

**ADDITIONAL DESIRABLE QUALIFICATIONS**

In appraising the relative qualifications of candidates, a record which demonstrates some expertise in insect taxonomy, such as published participation in seminars, etc., and some in-depth knowledge of the biosystematics of the insect group(s) for which a specialist is required over and above that required under "Minimum Qualifications" will be given additional consideration.

**EDUCATION AND EXPERIENCE**

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

**VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

**CAREER CREDITS**

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

**CONTACT INFORMATION**

If you have any questions regarding this announcement, please contact:

The California Department of Food and Agriculture, Examination Unit

1220 N Street, Room 242

Sacramento, CA 95814

Attn: Darlene Hayashi at (916) 403-6584 or [darlene.hayashi@cdfa.ca.gov](mailto:darlene.hayashi@cdfa.ca.gov)

**GENERAL INFORMATION**

**For an examination without a written feature** it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6584 three (3) weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

**GENERAL INFORMATION CONTINUED**

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

TTY number: 1-800-735-2929

FROM VOICE PHONES:

1-800-735-2922